

10 September 1973

MEMORANDUM FOR:

SUBJECT : Seventh Annual Records Management Conference

1. As you know, the seventh Annual Records Management Conference is scheduled for 10, 11 and 12 October 1973.
2. Mr. Brownman, Deputy Director for Management and Services, has corresponded with your Deputy Director urging that all records management personnel participate in the Conference activities.
3. Each Conference attendee will participate in Inter-Directorate panel working sessions reviewing various records management papers for eventual incorporation and publication as a Records Management Handbook. For this reason it is necessary for the planning committee to know as soon as possible the names of the attendees from your Directorate so that they may be assigned to the various panels.
4. The committee has planned for the group to have 2 meals and stay overnight on the 10th, to have 3 meals and stay overnight on the 11th, and to have two meals on the 12th. Therefore it is necessary to know not only who will be attending from your Directorate, but also their requirements for lodging and meals.
5. Please furnish Room 2E-42 Hdqtrs. the information requested in paragraph 3 and 4 by C.O.B. 24 September 1973.

Chief

Records Administration Branch

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